

## APPENDIX E

### INFORMATION/REPORTING REQUIREMENTS

1. Purpose. This appendix provides the format for situation reports for general operations and special formats utilized by MSCs, DCs and FOAs for other situations as required by HQUSACE.

2. Information Requirements and Dissemination. The following reports will be received, prepared, posted, and distributed by the EOC/CMT.

a. Emergency Situation Reports (SITREPs). Emergency and disaster reports received from MSCs, DCs, Labs and separate FOAs will be maintained in the EOC. All information pertaining to emergency situations will be submitted through the EOC. Transmission will be accomplished by various means (facsimile, electronic, etc.)

(1) Normal Operations. Prior to COB within their respective jurisdiction, all MSCs, DCs, Labs and FOAs will submit SITREPs to HQUSACE, ATTN: CECW-OE-EOC.

(2) Extended Hours (24-hour shifts). SITREPs will be submitted NLT 0200 EST daily by MSCs, DCs, Labs and FOAs, ATTN: CECW-OE-EOC.

(3) Unless an alternate format is directed for reporting emergency information, USACE SITREPs will follow the format specified in Figure E-1. When transmitted, the heading or transmittal header will show the office symbols and phone numbers for the addressee and sender.

b. Spot Reports (SPOTREP). MSCs, DCs, Labs, and separate FOAs shall immediately report significant changes in the emergency situation which occur after a scheduled SITREP report has been rendered.

c. Emergency Operations Summary (Red Sheet). The HQUSACE Red Sheet is a situation summary utilized for domestic emergencies. It is based on information received from MSCs, DCs, Labs, FOAs, HQUSACE staff, and other federal agencies. Distribution will be made by CECW-OE-EOC. Figure E-2 provides a sample Red Sheet.

d. Executive Summary (EXSUM). The EXSUM is a one paragraph summary of an emergency event. It is concise, informal in style

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and does not exceed 15 lines. Approved acronyms and abbreviations will be used. The EXSUM will be marked with the appropriate classification: "U" for Unclassified, "C" for Confidential, or "S" for Secret. Figure E-3 provides a sample EXSUM.

1. SITREP: The word "SITREP" followed by the district name, date, local time and zulu DTG.
2. CATEGORY: Short description of the type of SITREP.
  - Storm
  - Flood, Potential Flooding
  - Flood Response
  - Post Flood Response
  - Earthquake
  - Volcanic
  - Hurricane
  - Pollution Spill
  - Tornadoes
  - Support to Law Enforcement
  - Mobilization
3. EVENT NAME: The assigned name of the event (30 characters or less).
4. SEQUENCE NO.: Use "initial" for the first report and "final" for the last. Use sequential numbers in between.
5. SITUATION: A summary of the situation that answers what, where and when. This paragraph may be narrative or in bullet form.
6. PAST 24: A narrative or bullet form statement of the USACE actions or activities that have taken place over the past 24 hours or since the last SITREP.
7. NEXT 24: A narrative of planned actions for the next 24 hours.
8. OTHER EFFORTS: A description of efforts taken by other agencies, governments and organizations (i.e., state, local government, military, Red Cross, FEMA, etc.).

Figure E-1. Situation reporting (SITREP) format.

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9. DATA: Information that can be calculated, measured, or read from gauges pertinent to the situation. This may include USACE reservoir data, river stage data, district obligations or expenditures to date, manpower civil/military, damages, damages prevented (must comply with para 2-4g, ER 500-1-1), rainfall data, weather forecast, specific numbers of inquiries, evacuations and deaths by localities.

**NOTE: SITREPs should have the appropriate security classification at the top and bottom of the page and declassification information, if required.**

# Emergency Operations



US Army Corps  
of Engineers

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CECW-OE

Date: 25 JUL 94

As of 0800 Hours  
CPT Young (202) 272-1001

\* \* \* HURRICANE AND TROPICAL STORM(PACIFIC) \* \* \*

Hurricane Gilma developed behind Hurricane Emilia and Tropical Storm Fabio last week. Gilma is located east/southeast of the Hawaiian Islands. This hurricane is moving west with sustained winds of 135 knots and gusts to 165 knots. Gilma is forecast to weaken and pass south of the Hawaiian Islands in the next two days.

\* \* \* SOUTHEAST UNITED STATES FLOODS \* \* \*

Scattered showers occurred over Florida, Georgia, and Alabama during the weekend. Widely scattered showers are forecast today and tomorrow for northern Florida, Alabama, and Georgia.

SOUTH ATLANTIC DIVISION (SAD)

Operational focus has switched from flood fight assistance to continuing support of Federal Emergency Management Agency recovery missions. One hundred and ten Corps personnel are deployed to support recovery efforts.

Georgia: The Flint, Ocmulgee, and Altamaha Rivers are below flood stage and continuing to fall. Corps operations in Georgia are as follows:

- Delivery of 125,000 gal/day of bottled water to Bibb County continues. Delivery to date is 3,645,966 gallons.
- An additional 40,000 pounds of ice for Montezuma will be delivered tomorrow; Total ice delivered to date is 240,000 lbs.
- Deliveries of 1,828 Porta-Potties are complete. Corps is monitoring service contracts and arranging for removal of units which are no longer required.
- Corps contractors continue installation of trailers provided by FEMA for temporary housing. Ten units have installation complete and were transferred to FEMA. Twenty-nine of the required 60 units are placed on site at two locations in Albany.
- Pump installation at the Baconton waste treatment facility is complete, returning the system to operational status.
- Corps personnel begin surveys today with the Hazard Mitigation Team.

Figure E-2. Emergency operations summary (Red Sheet).

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SUMMER FLOODING RED SHEET 940725 - CONTINUES -

- Additional Corps missions continue as follows: inspection of ground/surface water systems, public affairs support, Prime Power assessments of FEMA generator inventories, placement and installation of portable showers, and inspections of Corps projects affected by this flood.

Florida: The Apalachicola River is falling and forecast to be below flood stage at Blountstown on Wednesday. Corps operations in Florida are as follows:

- Corps contractors have completed placement site work (utilities installation for FEMA trailers) at 36 sites. Contractors continue installation of 41 additional FEMA travel trailers.
- Navigation below Jim Woodruff Dam on the Apalachicola River remains closed due to high flood stages and low bridge clearances. Navigation will resume when the Blountstown gage level recedes to 17 feet (estimated today). Current reading is 17.5 feet.
- Mission to survey and establish high-water markers, continues.

( C L A R I F I C A T I O N )

EXECUTIVE SUMMARY

(U) PREPARATION OF AN EXECUTIVE SUMMARY. An EXSUM is a brief summary of information either in response to a question or to provide unsolicited information. The EXSUM may not exceed 15 lines. It should be prepared in a concise, but informal style; making full use of approved acronyms and abbreviations. The EXSUM should begin with the overall classification, followed by the subject (underlined). The originator's organization will appear next, followed by the body of the summary. It is a good idea to begin with a statement explaining why the EXSUM is submitted. Insure that the originator is identified and the EXSUM is approved as shown below. "PREPARE MEMO" or "PROVIDE MEMO" should end the summary, depending on whether a memo exists or not. PROVIDE MEMO\_\_\_\_\_.

Originator's Name/Office Symbol/Extension

APPROVED BY\_\_\_\_\_

( C L A R I F I C A T I O N )

Figure E-3. Sample executive summary (EXSUM).